

FLORIDA ATLANTIC UNIVERSITY



Your
future
awaits.

New Faculty Orientation

Intro to Workday



Intro

- Workday is FAU's system of record for Human Resource data including:
 1. Date of Hire
 2. Business Title
 3. Education (Highest Degree)
 4. Compensation
 5. Contacts
 6. Benefits
- Every FAU employee has access to Workday.
- Upon completion of your hire please review you own data for accuracy.
- The security roles in Workday determine your level of access and also prevent others from viewing your personal data.



Logging In

- Starting at fau.edu click on “Faculty/Staff”



- Click on Workday

Faculty & Staff



QUICK LINKS			
		MYFAU	
WORKDAY	CANVAS	MYFAU	IT HELPDESK



Logging In (Continued)

- Workday requires Two-Factor Authentication as an additional security layer.
- Enroll devices through the OIT website: <https://www.fau.edu/oit/accounts/mfa.php>


- ACCOUNTS & PASSWORDS >
- ACTIVATE YOUR FAUNET ID >
- DEPARTMENTAL ACCOUNTS >
- COURTESY EMAIL ADDRESSES >
- FORGOT YOUR PASSWORD? >
- PASSWORD REQUIREMENTS >
- TWO-FACTOR AUTHENTICATION >

HELP DESK

URL: <http://helpdesk.fau.edu>
Phone: (561) 297-3999
Helpdesk Hours
Subscribe to OIT Status Updates

Two-Factor and Multi-Factor Authentication at Florida Atlantic University

Two-factor and multi-factor authentication provides an additional layer of security to your FAUNET ID. Using Duo enables you to set up a second factor (phone, key fob, or other mobile device) with your account to prevent anyone but you from logging in, even if they happen to know your password.



To better protect University data and to ensure compliance with State of Florida access control policies, the University has begun implementing stricter password policies.

Users with access to sensitive data through use of their FAUNET ID will have to sign up for a new service called Multi-Factor Authentication (MFA), which will let you keep the same password for 365 days.

MFA is a technology that provides a second method of authenticating you when logging into services with sensitive information. You will be able to choose from a few methods to accomplish this.

Enroll in Two-factor and Multi-Factor Authentication

To start or change your enrollment choice please use our [Two-factor and multi-factor authentication enrollment tool](#).

Please visit [here](#) for additional assistance getting setup.

Advantages of choosing two-factor include:

- Users of services such as Workday and other reporting tools will not require VPN to achieve full functionality from home.
- Passwords expire in 365 days rather than 60.



Logging In (Continued)

- Downloading Workday data containing compensation amounts, or other sensitive data, requires accessing the VPN when off campus or working remote.
- Information about the FAU VPN option: <https://fau.edu/security/vpn/>

Virtual Private Network (VPN)



The FAU VPN service allows approved faculty and staff to access certain secure on-campus resources. The VPN supports Windows 8.1 and 10 (64bit), Mac OSX 10.13 and later, Android 7.0 or later, and Apple iOS 12 or later. If you would like to request VPN access, please open a service request at the FAU Help Desk <http://helpdesk.fau.edu> or call **561-297-3999**.

Accessing the VPN network

Once your VPN access has been approved, please download & install the VPN Client Software installation file that is appropriate for your operating system. When setting up the URL to connect to in the Pulse Secure client, use the following URL <https://vpn.fau.edu> or see the instructions below for the "Pulse Secure" mobile access.

****NOTE**** You must have two-factor authentication enabled to use our VPN services. See Information below.



Landing Page



Search



Welcome, Christopher P Biggs (Z23332524)



Announcements 5 items



7/1/2020 - Changes to the Certification of Report P...
7/1/2020 - Effective the first pay period in Fiscal Year 2021 (June 27 - July 10), Florida Atlantic University will be using...



5/18/2020 - COVID-19 Talent Share Program
5/18/2020 - The Department of Human Resources has launched a Talent Share Program that is designed to assist...



3/19/2020 - Important Notice to all Employees Wor...
3/19/2020 - Please follow instructions for submitting the COVID-19 Alternative Work Arrangement form:In your Work...

[View More](#)

Inbox 61 items

Period Activity Pay [redacted] - 2020 Fall - Full Semester
18 hour(s) ago - Due 08/03/2020; Effective 08/22/2020

Period Activity Pay [redacted] - 2020 Summer Session 3
1 day(s) ago - Due 08/03/2020; Effective 08/01/2020

Period Activity Pay [redacted] - 2020 Fall - Full Semester
1 day(s) ago - Due 08/02/2020; Effective 07/31/2020

[Go to Inbox](#)

Applications 18 items



FAU Job Aids



Performance



Career



Recruiting



Grants Management



My Team



Pay



Absence



Time



FAU Reporting Dashboard



Budget



Favorites



Adaptive Insights



Personal Information



Benefits



Expenses



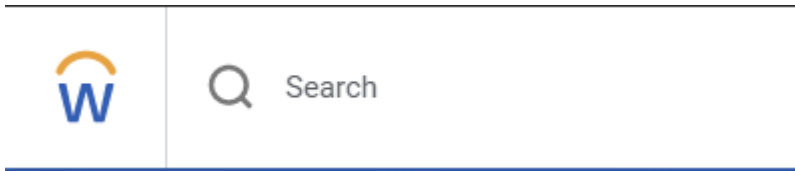
Reports



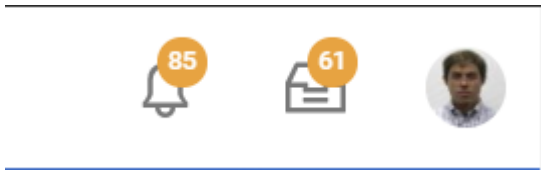
Payroll Accounting Reports



Navigating Workday (Top Left / Top Right)



- **Workday Logo** – This is the home button and will return you to the landing page.
- **Search Bar** – Used to navigate to Workday to find reports or employees




- **Alert Bell** – Notifies you when a report or requested action completes.
- **Inbox** – Approvals in Workday route through the inbox and require your approval to move forward. Inbox examples:
 - Approving time clock entries as the manager of a Graduate Student Worker
- **FAU ID Photo** – Each Employee sees their own FAU ID pictured in the top right corner. Click on your face to access your personal profile in Workday.





Navigating Workday (Mid Left)


- **Announcements** – FAU will frequently publish important information in the announcements section. Click an item for further details.

- **Inbox** – Same functionality to the Inbox icon located on the top right from the previous page. This panel displays the first few inbox items in your inbox for quick access.


 **Announcements**
5 items

 **7/1/2020 - Changes to the Certification of Report P...**
7/1/2020 - Effective the first pay period in Fiscal Year 2021 (June 27 – July 10), Florida Atlantic University will be using...

 **5/18/2020 - COVID-19 Talent Share Program**
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[View More](#)

 **Inbox**
61 items

Period Activity Pay: [REDACTED] - 2020 Fall - Full Semester
18 hour(s) ago - Due 08/03/2020; Effective 08/22/2020

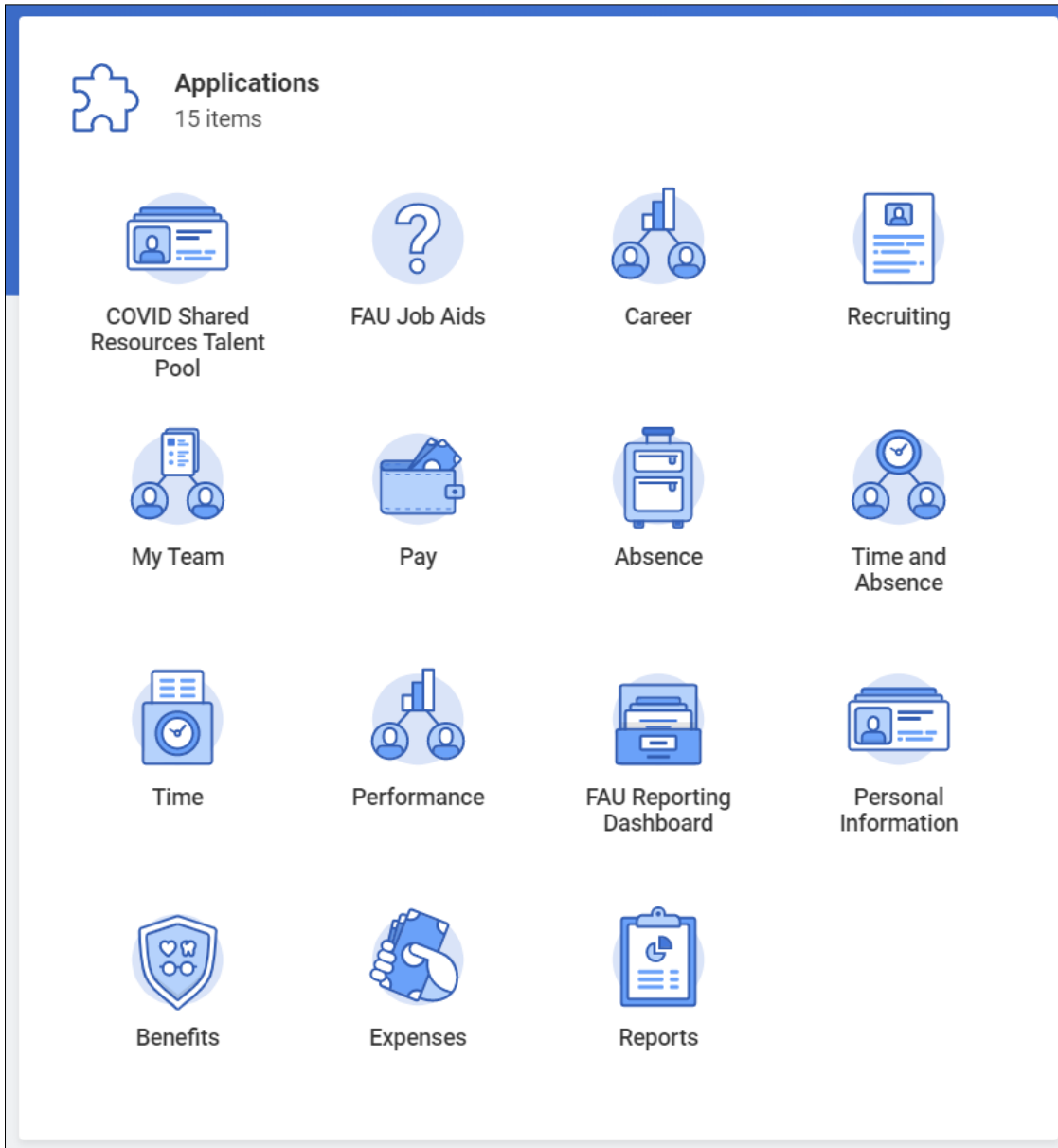
Period Activity Pay: [REDACTED] - 2020 Summer Session 3
1 day(s) ago - Due 08/03/2020; Effective 08/01/2020

Period Activity Pay: [REDACTED] - 2020 Fall - Full Semester
1 day(s) ago - Due 08/02/2020; Effective 07/31/2020

[Go to Inbox](#)




Navigating Workday (Mid Right)


















- **Applications** – A panel displaying the most commonly utilized widgets in Workday. Click an icon to explore actions in Workday. Some of the more commonly used widget include:
 - FAU Job Aids
 - My Team
 - Absence
 - Personal Information
- There are many ways to access and view the same information in Workday.



FAU Job Aids

 **Applications**
15 items

 COVID Shared Resources Talent Pool	 FAU Job Aids	 Career	 Recruiting
 My Team	 Pay	 Absence	 Time and Absence
 Time	 Performance	 FAU Reporting Dashboard	 Personal Information
 Benefits	 Expenses	 Reports	

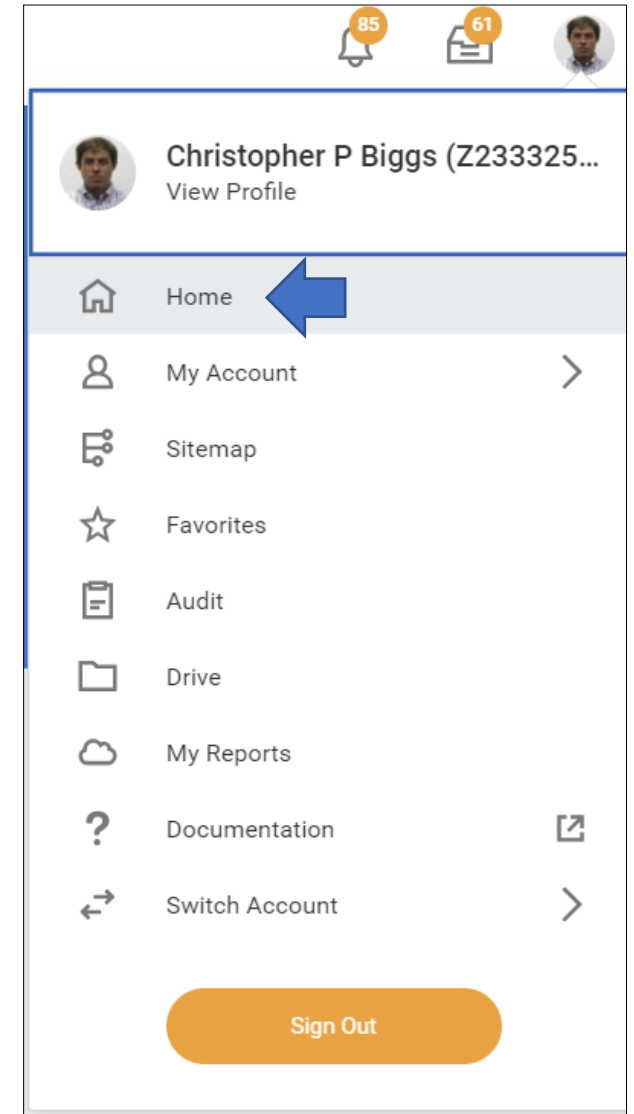
- Job Aids are guides created by the FAU community to assist with completing processes and tasks in Workday.
- There are many Job Aids available to review, but two of the most relevant to Faculty include:
 - **Request Absence Job Aid** – used for requesting time off through either annual leave or sick leave.
 - **How to establish Delegations** – used to delegate a Workday task (ex: creating an expense report) to a department administrator. This will allow entry of Workday information and approvals to be completed on your behalf.



Personal Profile


- Click on your FAU ID Photo and select “Home” to access your profile page and view your personal data.

- Upon completion of your hire please review you own data for accuracy.





Personal Profile (Continued)



Christopher P Biggs
(Z23332524)
Associate Director, Academic Finance and Administration

Actions

Phone Email Team

- Summary
- Job
- Academic
- Personal
- Career
- Performance
- Compensation
- Benefits
- Pay
- Time Off
- Travel
- Overview

Employee ID Z23332524	Manager Christa Eitel (Z80005796)
Location Boca Raton	Work Space Boca Raton > 10 - Kenneth R Williams Admin Bldg (AD) > 10_Room 388A

- A series of quick link options exist on the left hand side of your personal profile. Click through each to verify your information in Workday.
- Workday serves as a campus directory allowing you to search for other employees.
- Depending on your security level you can access to view the following:
 - Summarized Job Details
 - Phone #
 - Email Address
 - Organizational Team
 - Work Space
 - FAU ID Photo



Faculty Job Profile: In-Unit or Out-of-Unit & Job Code

PDF

Associate Professor

Actions

Phone Email Team

Summary

Job

Academic

Personal

Career

Performance

Compensation

Employee ID

Manager
Safiya A George Dalmida (Z80006320)

Location
Boca Raton

Work Space

Job Details

Employee ID	
Supervisory Organization	Florida Atlantic University (John William Kelly (Z23312687)) >> College of Nursing (Safiya A George Dalmida (Z80006320))
Position	Associate Professor
Business Title	Associate Professor
Job Profile	Associate Professor
Employee Type	Regular
Management Level	9 Individual Contributor
Time Type	Full time
FTE	100.00%
Location	Boca Raton
Annual Work Period	9 Months Deferred (July 25 - April 23)

Click on the [blue Job Profile](#) link under Job Details to reveal the associated Job Code and Job Family.



Faculty Job Profile: In-Unit or Out-of-Unit & Job Code (Continued)

Associate Professor ...

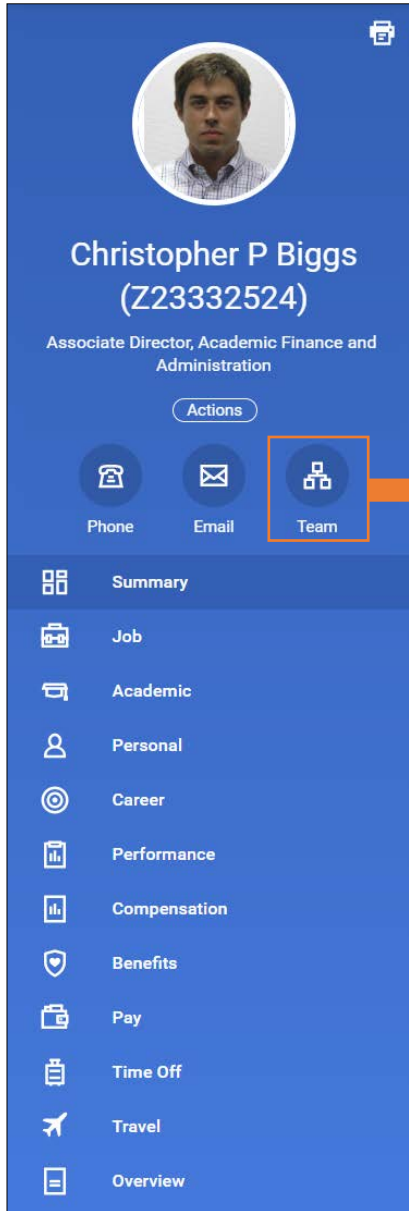
Overview	Qualifications	Pay
----------	----------------	-----

Overview	Characteristics	Compensation
----------	-----------------	--------------

[Edit](#)

Inactive	No
Effective Date	04/19/2021
Date of Last Change	01/21/2021 02:21:19.360 PM
Job Profile Name	Associate Professor
Job Code	9002
Include Job Code in Name	No
Job Profile Summary	Responsible to a Chair or other appropriate administrator of a State university. Responsible for teaching, research, service, and related administrative activities. Responsible for academic advising and related activities. May represent the university, college/school, or department/unit on university and/or Statewide committees.
Job Description	
Additional Job Description	
Job Title Default	(empty)
Restrict to Country	(empty)
Management Level	9 Individual Contributor
Job Family	Faculty - In Unit

- The [blue](#) link from the previous page navigates to the job profile details page.
- This is the only place where the Job Code and Job Family are visible.
- The job profile will change as you move through the promotion process, or step up/down into a faculty administrative role.



Christopher P Biggs
(Z23332524)
Associate Director, Academic Finance and Administration

Actions

Phone Email **Team**

Summary

Job

Academic

Personal

Career

Performance

Compensation

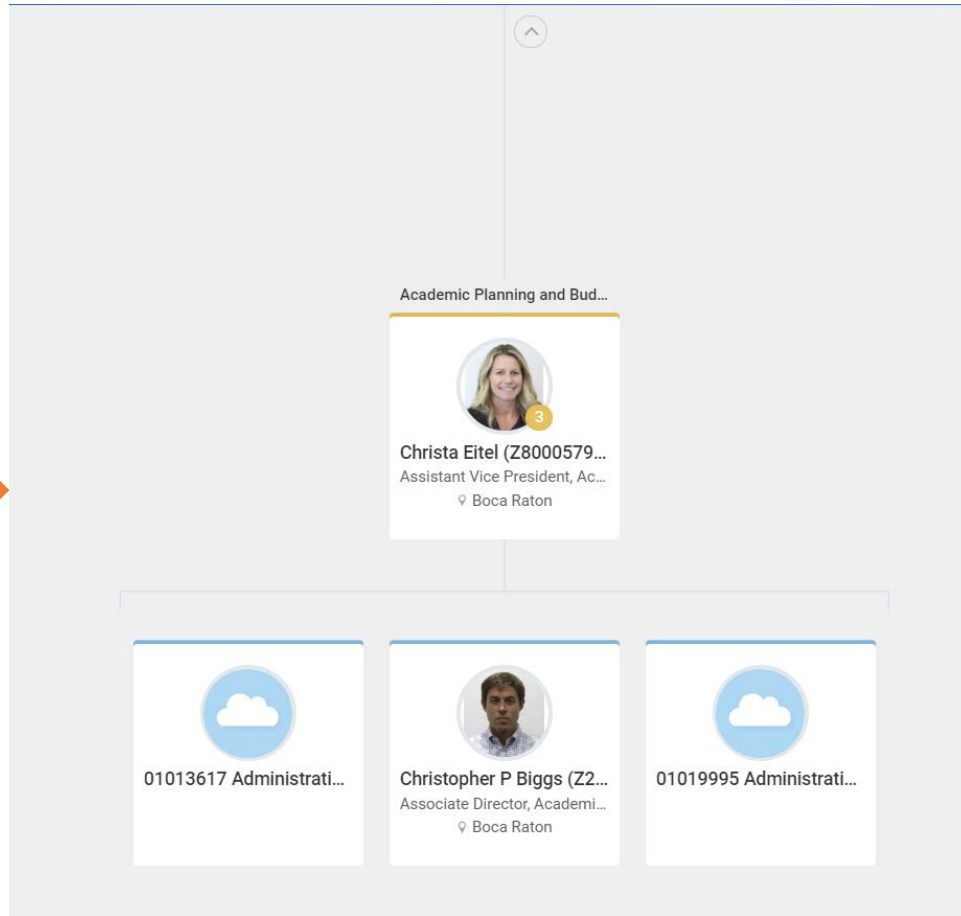
Benefits

Pay

Time Off

Travel

Overview



Team / Organizational Chart View

- The Team button is a fantastic tool for exploring the organizational structure of a department or college.
- You can navigate up or down through management teams (yellow barred boxes) to see which faculty or staff report to which manager.
- Click on the employee name to see the view their Profile.
- Boxes with blue bars are non-managerial positions.
- Boxes with cloud icons indicate unfilled positions.



Job

Job Details

Job Details

Worker History

All Current Jobs

Professional Profile

Manager History

Management Chain

Job Details

Employee ID	Z23332524
Organization	Florida Atlantic University (John William Kelly (Z23312687)) >> Academic Planning and Budget (Christa Eitel (Z80005796))
Position	979914 Associate Director, Academic Finance and Administration
Business Title	Associate Director, Academic Finance and Administration
Job Profile	Associate Director, Academic Support Services
Employee Type	Regular
Management Level	6 Associate Director-Associate Chair / Assistant Director-Assistant Chair
Time Type	Full time
FTE	100.00%
Location	Boca Raton
Work Space	Boca Raton > 10 - Kenneth R Williams Admin Bldg (AD) > 10_Room 388A
Hire Date	09/29/2014
Original Hire Date	09/29/2014
Continuous Service Date	09/29/2014
Length of Service	5 year(s), 10 month(s), 4 day(s)
Time in Position	4 year(s), 1 month(s), 15 day(s)
Time in Job Profile	1 year(s), 6 month(s), 7 day(s)


- Panel displaying the basic HR data related to your current position.
- Verify the Business Title, Work Space, and Hire Date for accuracy.
- As you position, rank or title changes at FAU this page will update to the display the most recent data.



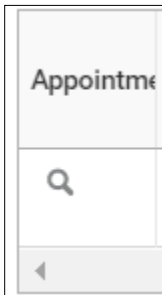
Academic Appointment

Current Appointments Appointment History

1 item

Appointment Identifier	Track Type	Academic Unit	Academic Rank	Title	Roster %	Track Start	Appointment Start	Academic Review Date	Position Number	Job Profile	HR FTE	Blended FTE	Pay
 P - Primary	Instructional >> Tenure	College of Nursing	Assistant Professor	Assistant Professor	100.00%	08/06/2014	08/06/2014	08/01/2020	978806	Assistant Professor	100.00%	75.00%	Ye s

- Academic Appointment Panel displays your current appointment information including:
 - Track Type (Tenure / Non-Tenure / Research)
 - Academic Unit (College of Department)
 - Academic Rank
- Click the magnifying glass on the left hand side for even more information related to your appointment.





Personal

Personal Information

Personal Information IDs Documents Contact Union Membership Emergency Contacts Names Additional Data

Edit

Personal

Gender

Date of Birth

Age

Country of Birth

Marital Status

Hispanic or Latino

Race/Ethnicity

Citizenship Status

Primary Nationality

- Personal Panel includes your contact information, Union Membership info and other important data to be verified upon completion of your hire.
- If you find errors or discrepancies please contact your department administrator, or HR representative.
- Personal data cannot be viewed by other employees without additional security access.



Compensation

Current Activity Pay **Compensation** Pay Change History Historical Activity Pay

Totals 1 item

Total Salary & Allowances	Total Base Pay	Currency	Frequency
76,970.02	76,970.02	USD	Annual

Compensation

Compensation Package [FAU Compensation Package](#)

Grade [Faculty](#)

Company [Florida Atlantic University](#)

Plan Assignments 2 items

Effective Date	Plan Type	Compensation Plan	Assignment
09/07/2019	Salary	Academic Salary Plan: Deferred Pay (9 or 10 month faculty only)	76,970.02 USD Annual
09/07/2019	Merit	UFF Performance + ATB Merit Plan (excl. FAUS)	

- Review the Compensation page to verify that your current base salary and allowances match the amounts in your offer letter.
- The Compensation Plan information will show whether you're paid over 9/10 months, 12 months, or on a deferred / non-deferred payment plan.
- Enrollment in deferred pay will be available at the end of your first year. HR will reach out with more details during the spring semester.



Compensation (Continued)

Current Activity Pay	Compensation	Pay Change History	Historical Activity Pay			
Pay Change History 9 items						
Effective Date	Compensation Action	Reason	Total Salary & Allowances	Total Base Pay	Currency	Frequency
09/07/2019	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	76,970.02	76,970.02	USD	Annual
02/25/2019	Ad-hoc Compensation Change	Request Compensation Change > Special Pay Increase > Salary Compression/Equity	75,460.80	75,460.80	USD	Annual
10/06/2018	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	74,750.45	74,750.45	USD	Annual
10/07/2017	Ad-hoc Compensation Change	Request Compensation Change > Collective Bargaining Agreement for Faculty Increase > Collective Bargaining Agreement for Faculty Increase (MERIT PROCESS ONLY)	73,284.75	73,284.75	USD	Annual
10/07/2017	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	72,527.73	72,527.73	USD	Annual
10/08/2016	Ad-hoc Compensation Change	Request Compensation Change > Collective Bargaining Agreement for Faculty Increase > Collective Bargaining Agreement for Faculty Increase (MERIT PROCESS ONLY)	71,809.63	71,809.63	USD	Annual
10/08/2016	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	70,823.54	70,823.54	USD	Annual
07/30/2016	Merit Compensation Change	Merit > Initiate Merit Process > Initiate Merit Process	69,399.48	69,399.48	USD	Annual
08/06/2014	Ad-hoc Compensation Change	Request Compensation Change > Conversion > Conversion	68,000.00	68,000.00	USD	Annual
Period Activity History 29 items						
Effective Date	Business Process	Status	Position	Reason	Period	Period Activity Total
04/20/2020	Period Activity Assignment	Successfully Completed	978806 Assistant Professor	Period Activity > New > new	2019-2020 Intersession	4,000.00 USD
04/20/2020	Period Activity Assignment	Rescinded	978806 Assistant Professor	Period Activity > New > new	2019-2020 Intersession	5,000.00 USD
04/16/2020	Period Activity Assignment	Successfully Completed	978806 Assistant Professor	Period Activity > New > new	2019 - 2020 Academic Year	15,000.00 USD
04/16/2020	Period Activity Assignment	Successfully Completed	978806 Assistant Professor	Period Activity > New > new	2020 Calendar Year	5,000.00 USD

- The Pay Change History panel details the changes to your base salary, plus any allowance changes over time. For in-unit faculty, this panel also shows the amount of increase from a negotiated UFF contract.



Compensation (Continued)

Period Activity History

43 items

Effective Date	Business Process	Status	Reason	Period	Period Activity Total
05/11/2021	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2021 Summer Session 1	22,228.07 USD
05/11/2021	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2021 Summer Session 1	4,500.00 USD
05/06/2020	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2020 Summer Session 1	20,880.46 USD
04/28/2020	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2020 Summer Session 1	6,000.00 USD
01/10/2020	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2020 Spring - Full Semester	5,500.00 USD
07/31/2019	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2019 Fall - Full Semester	5,000.00 USD
05/21/2019	Period Activity Assignment	Successfully Completed	Period Activity > Correction > Correction	2019 Summer Session 1	23,777.52 USD
04/12/2019	Period Activity Assignment	Successfully Completed	Period Activity > New > new	2019 Summer Session 1	23,657.52 USD
01/14/2019	Period Activity Assignment	Successfully Completed	Period Activity > Correction > Correction	2019 Spring Semester	6,540.00 USD

- The Period Activity History section shows PAP payments tied to summer instruction, or overload assignments. Under “Business Process” click on the “Period Activity Assignment” link to see the full details.



Pay

Payslips

Input Tax Elections Payment Elections **Payslips**

Payslip Printing Details 1 item

Company	Payslip Printing Details
Florida Atlantic University	You do not receive a paper copy of payslips.

Print Multiple Payslips

Payslips 10 items

Company	Period Start Date	Period End Date	Payment Date	Gross Amount	Net Amount		
Florida Atlantic University	07/11/2020	07/24/2020	07/31/2020	2,951.62	2,441.74	View	Print
Florida Atlantic University	06/27/2020	07/10/2020	07/17/2020	6,308.77	4,795.02	View	Print
Florida Atlantic University	06/13/2020	06/26/2020	07/03/2020	6,308.82	4,795.06	View	Print

- The Pay panel is where you will find your payslips should you need to print them.
- Clicking the “Print” button will run a report in Workday to generate a payslip. Check the Notification icon (top right) for the report if it doesn’t pop up right away.



Notifications

Viewing: All Sort By: Newest

From Last 30 Days

Document Available
 Payslip_to_Print_08_02_2020.pdf is now available in My Reports
 2 minute(s) ago

Details Payslip_to_Print_08_02_2020.pdf



Other Important Panels



Career

- **Career** – Contains the Education and Certificate information received and entered into Workday. Review that your highest degree awarded is entered.



Performance

- **Performance** – Faculty annual evaluations are conducted outside of Workday. This panel will reflect the final score received, and not the evaluation itself.



Benefits

- **Benefits** – Limited information related to retirement contributions are housed in this panel. For questions about benefits please contact an HR representative.

Questions?

For additional assistance navigating Workday, or correcting errors, it is recommend you contact your departmental administrator or college business manager for help.

